



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

November 12, 2002

INSPECTOR GENERAL INSTRUCTION 5025.1¹

SUBJECT: OIG DoD Publications Policy and Procedures

References: See Appendix A.

A. Purpose. This Instruction establishes Office of the Inspector General of the Department of Defense (OIG DoD) publications policies and procedures and assigns responsibilities governing the preparation and issuance of OIG DoD publications as prescribed by reference a. This Instruction authorizes the publication of IGD I 5025.1-1, *Index of OIG, DoD, Numbered Publications*, and IGD M 5025.1, *OIG DoD, Publications Policy and Procedures*.

B. Cancellation. This Instruction supersedes IGDINST 5025.1, *Publications Management Program*, January 27, 1989.

C. Applicability

1. This Instruction applies to the Offices of the Inspector General, the Deputy Inspectors General, the Assistant Inspectors General who report to the Inspector General, the Deputy Chief Human Capital Officer, the Dean of Instruction, the Chief of Staff, and the Equal Employment Opportunity Director, hereafter referred to collectively as the OIG Components.

2. Publications currently exempt from the requirements of this Instruction include audit reports, investigation reports, the OIG DoD Semiannual Report to Congress, Investigative Policy and Oversight reports, and Audit Policy and Oversight reports.

D. Definitions. See Appendix B.

E. Policy

1. All OIG DoD publications shall be:
 - a. Coordinated using the procedures established in Appendix C of this Instruction.
 - b. Planned, prepared, produced, and distributed in accordance with reference b.
 - c. Essential or necessary in the conduct of official business.
 - d. Reviewed biennially to ensure currency, accuracy, and need.

¹ This instruction has been updated administratively to reflect the current organizational structure of the OIG DoD. No policy changes have been made. December 2004.

e. Submitted for editorial review to the Administration and Logistics Services Directorate (ALSD), Office of the Chief of Staff (OCoS).

2. All OIG component publications shall be:

a. Produced only when there is a distinct need for unique, supplemental guidance that is not contained in and does not contradict OIG DoD or DoD publications.

b. Signed by the head of the component or by the principal deputy.

F. Responsibilities

1. The **Inspector General of the DoD** is responsible for establishing agency-wide publications policies and procedures to ensure compliance with reference a.

2. **The Chief of Staff (CoS)** shall be responsible for overall management and administration of OIG DoD publications.

3. The **Director, ALSD, OCoS**, shall:

a. Direct the administration of the policy and procedures to ensure that quality publications are developed.

b. Serve as the OIG DoD liaison to the Department of Defense when the Inspector General issues DoD publications.

c. Establish effective controls over creating, coordinating, printing, and distributing publications.

d. Review OIG DoD publications for compliance with reference b.

4. The **Chief, Administrative Services Division (ASD), ALSD, OCoS**, shall:

a. Be responsible for the coordination, administration, and implementation of OIG DoD publications.

b. Review OIG DoD publications for compliance with reference b.

c. Ensure that appropriate coordination is obtained from OIG components and the OIG General Counsel and Assistant Inspector General for the Office of Legal Counsel (GC&AIG/OLC) for each new or revised publication.

d. Evaluate the effectiveness and efficiency of internal OIG component supplements to approved publications to ensure compliance with the provisions of reference c.

5. The **Policy, Procedures, and Management Services Branch, ASD, ALSD, OCoS**, shall:

a. Implement and maintain standards, methods, and techniques governing the writing, formatting, and editing of publications in accordance with references c and d.

b. Coordinate new or revised OIG DoD publications with OIG components and the GC&AIG/OLC.

c. Make recommendations regarding the effectiveness and efficiency of internal OIG component supplements to approved publications to ensure compliance with the provisions of reference e.

d. Review proposed new or revised OIG DoD publications to ensure they do not duplicate, overlap, or conflict with other OIG DoD publications and that they comply with the requirements and guidelines in reference a.

e. Provide technical advisory services on publications preparation and management to personnel OIG DoD-wide.

f. Provide the following services to OIG components:

(1) Review proposed publications to ensure they comply with the provisions of reference c, including accuracy of standard subject identification numbers, currency of references, compliance with established formats, proper coordination, and overall completeness.

(2) Assist in the development, preparation, and procurement of visual information (graphics) for OIG DoD publications.

(3) Conduct a biennial review of each OIG DoD publication on its anniversary date and request the OIG DoD proponents to verify the accuracy and relevance of the publication. Verification will be recorded and certified on IG Form 5025.1-2, *Publication Review* (Figure 1, page 9).

(4) Review proposed OIG component supplements to OIG DoD publications for duplication or amendment to the initial publication.

(5) Assume responsibility for preparing the printing and distribution requirements for OIG DoD publications and ensuring they are posted to the OIG DoD Intranet and Internet and announced in the *Grapevine*.

g. Review publications for correct grammar syntax, organization, consistency, redundancy, visuals, and format. As required, and in coordination with the originating author(s), the editor will perform a substantive edit in addition to the standard copyedit.

h. Perform the final design, selection of visuals, layout, and desktop publishing for all OIG DoD publications.

i. Maintain IGDI 5025.1-1, *Index of OIG DoD Numbered Publications*, and IGDM 5025.1, *OIG DoD Publications Policy and Procedures*.

6. The **Chief, Supply Management Division (SMD), ALSD, OCoS**, shall provide technical assistance and advice on printing, visual information (graphics), and reproduction services, including contractor or commercial photographic and printing operations.

7. The **OIG Component Heads** shall:

a. Appoint a project officer or team for the initial planning, technical content, preparation, and functional coordination of publications.

b. Appoint primary and alternate points of contact (POCs) to process requests for new or revised publications and to coordinate publications management issues with the ALSD, OCoS.

- c. Consult with the ALSD, OCoS, before preparing a publication to obtain the standard subject identification number and to avoid unnecessary duplication, possible overlap, or conflict with other OIG DoD publications.
- d. Review proposed publications for adherence to established standards, accuracy of content, currency of references, correct format, and overall completeness.
- e. Seek the advice and assistance of the ALSD, OCoS, in developing the publication to keep printing costs to a minimum.
- f. Review publications every 2 years from the date of issue and undertake revisions, cancellations, or other action necessary to ensure the information therein remains current, accurate, and appropriate (see Figure 1).
- g. Develop the initial computer word processing file using the OIG DoD standard word processing software for each new, changed, or revised publication. Forward the file as an electronic mail (e-mail) attachment to the ALSD, OCoS, for review and further coordination with the OIG components.
- h. Forward requests to supplement or reprint an OIG DoD publication to the ALSD, OCoS, for review and approval.
- i. Review and comment on new or revised publications received for coordination.
- j. Secure copyright or other clearance required in connection with issuing an OIG DoD publication (see reference f).
- k. Request cancellation of a publication when it has served its purpose.
- l. Coordinate the proposed publication with the OIG DoD Freedom of Information Act/Privacy Act (FOIA/PA) Office to assure compliance with requirements of reference g.
- m. Ensure the publication meets the security requirements of reference h.
- n. Maintain an index of OIG component publications. Forward one copy of the index to the ALSD, OCoS, when updated but, as a minimum, annually in January.

8. The **GC and AIG/OLC** shall provide legal interpretation of OIG DoD publications whenever legal implications arise and shall review and comment on new or revised publications received for coordination.

9. The **Chief of Security, OCoS**, shall ensure publications do not violate the provisions of reference h.

G. Signature Authority

1. **Office of the Inspector General.** The Inspector General shall sign OIG DoD publications involving plans, programs, and operational policies that affect the OIG DoD mission or that assign action to outside agencies. This includes OIG DoD publications that are printed at OIG DoD cost for distribution to DoD components, other Federal agencies, or private concerns.

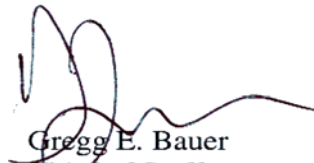
2. **Chief of Staff (CoS).** The CoS shall sign OIG DoD publications outlining management requirements, including information necessary for the effective administration of the OIG DoD. These publications are available electronically on the OIG DoD Intranet and Internet.

3. **OIG Component.** OIG component publications shall be signed by the respective OIG Component Head or designated representative. These publications are usually distributed within the OIG component only.

H. Supplementation. This Instruction and the procedures in reference c may be supplemented as necessary; however, supplements will not duplicate or change the meaning of these documents. Supplements should be issued only when additional guidance for unique OIG component procedures is required. Component shall provide two copies of the supplement to the ALSD, OCoS.

I. Effective Date and Implementation. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:



Gregg E. Bauer
Chief of Staff

3 Appendices – a/s

**APPENDIX A
REFERENCES**

- a. DoD Directive 5025.1, "Department of Defense Directives System," July 14, 2004
- b. IGDG 5106.1, *Organization and Functions Guide*, March 12, 2001
- c. IGDM 5025.1, *OIG DoD Publications Policy and Procedures*, November 12, 2002
- d. Government Printing Office Style Manual, 2000
- e. DoD 5025.1-M, "DoD Directives System Procedures," March 5, 2003
- f. Title 17, United States Code, Copyrights
- g. DoD Directive 5400.7, "DoD Freedom of Information Act (FOIA) Program," September 29, 1997
- h. IGDM 5200.1, *Information Security Program*, June 3, 2003

APPENDIX B DEFINITIONS

1. **Publications.** Written materials (documents) prepared for printing or otherwise reproducing copies and distributing them in such a manner as to make their contents easily accessible to a pre-established audience.
2. **OIG DoD Publications.** A publication prepared:
 - a. To provide instruction, information, or guidance pertaining to more than one OIG component.
 - b. For the signature of the Inspector General of the DoD.
 - c. For public issue under the seal of the OIG DoD or that reflects on the OIG DoD.
3. **OIG Component Publications.** A publication prepared within an OIG component for use by that component and signed by the OIG Component Head.

APPENDIX C

PROCEDURES FOR PROCESSING OIG DOD PUBLICATIONS

When the need for an OIG DoD publication is determined, the OIG component should contact the ALSD, OCoS, to determine the most appropriate type of publication and to ensure that there is no similar publication available or being developed. The OIG component prepares the document as prescribed in reference b. Once a draft suitable for coordination has been completed:

- a. Submit the draft via e-mail to the Director, ALSD, OCoS, for coordination and editing services.
- b. In consultation with the OIG component representative, the ALSD, OCoS, will establish the coordination requirements for the publication.
- c. The ALSD, OCoS, will prepare an IG Form 5025.1-3, *IG Publications Coordination and Control Record* (see Figure 2, page 10), for signature by the Chief, ASD, ALSD, OCoS, and the action officer of the publication, and distribute the draft publication to the OIG components and OCoS Directors.
- d. Coordination responses and the signed IG Form 5025.1-3 will be returned to the action officer for review and consideration for inclusion in the final publication.
- e. The OIG component will incorporate the final changes to the publication using the supporting documentation. Supporting documentation includes the original comments submitted during the coordination process. Documents containing the comments should be annotated indicating for each comment whether it was accepted or rejected. Any comments annotated as rejected will also be annotated with a brief explanation of the reason(s) for rejection. This package is submitted to the ALSD, OCoS.
- f. The ALSD, OCoS, will review the publication and accompanying documentation, edit, and format the publication as necessary and forward it to the Inspector General or to the Chief of Staff for approval and signature.
- g. The signing official approves and signs the publication and returns the package to the ALSD, OCoS.
- h. The ALSD, OCoS, ensures the publication is posted to the OIG DoD Intranet and Internet sites and announced in the *Grapevine*.

INSPECTOR GENERAL PUBLICATION REVIEW		Date Submitted to OPR	
		OPR Return Date	
NOTICE: The OCoS Policy Review and Publications Office is required to conduct a review of current OIG publications. The objective of the review is to assure the OIG that its existing publications convey effective and efficient guidance to users and that the documented IG policy, procedures, standards, and general information are current and up to date.			
TO:		FROM:	
PUBLICATION NO. AND DATE		TITLE:	
The attached publication, for which your office is the proponent, is subject to review and action. Please complete the following questions, sign, and forward this form to the OCoS Policy Review and Publications Office by the OPR Return Date shown above.			
		YES	NO
1.	Is the content of this publication current?		
2.	Are all references current and correct?		
3.	Is this publication essential to OIG operations and functions?		
4.	Is this publication applicable to the OIG Vital Records Program?		
5.	Does this publication prescribe forms? (If "YES," list on the reverse all current and obsolete forms by number and date)?		
6.	Does this publication prescribe reports? (If "YES," list on the reverse all current and obsolete reports by Reports Control Symbol (RCS)).		
7.	Does this publication affect the Privacy Act? (If "YES," identify the IG System of Records that is applicable)	System No.	
8.	Does the publication require coordination outside the IG? (If "YES," identify to whom on reverse).		
9.	If component supplements or SOP's are attached, can the supplements/SOPs be standardized and/or consolidated into the original OIG publication?		
10.	Does this publication require revision? (If "YES," indicate date you plan to implement the revision or change).	Date:	
11.	Is the current distribution of this publication adequate? (If "NO," identify the new distribution requirements). Distribution (if necessary use reverse)		
12. Component comments/recommendations:			
13a. Action Officer Signature			
13b. Telephone/extension No.		13c. Date	
14. Division Director Signature			

IG Form 5025.1-2, February 2004 (EG)

(Previous editions obsolete)

Figure 1. IG Form 5025.1-2, *Publication Review*

IG PUBLICATIONS COORDINATION AND CONTROL RECORD				
TYPE OF PUBLICATION:		NUMBER:	TITLE:	
FROM: (Signature)			ACTION OFFICER: (Signature)	
Typed Name			Typed Name	
Title			OFFICE SYMBOL:	TELEPHONE NUMBER: ROOM NO.:
REMARKS:				DATE FORWARDED (MMDDYYYY) RETURN DATE (MMDDYYYY)
<p>TO ADDRESSEES LISTED BELOW: The attached draft is forwarded for review and comment.</p> <p>a. If the draft is approved as written, please indicate concurrence by signing and dating in the appropriate space below. (Signature level must be at least deputy to the component head).</p> <p>b. If changes are recommended, a separate memorandum covering the recommendations should be attached and so indicated in the appropriate space below.</p> <p>c. RETURN THIS FORM AND ANY COMMENTS TO THE ACTION OFFICER LISTED ABOVE.</p>				
X	Chief of Staff	X	Admin & Logistics Services Directorate (ALSD)	
X		X	Information Systems Directorate (ISD)	
X	DIG - Auditing	X	Human Capital Management Directorate (HCMD)	
X	DIG - Inspections and Policy	X	Policy Review and Publications Branch/ ALSD	
X	DIG - Intelligence	X	Records Management Office (ALSD)	
X	DIG - Investigations	X		
X	Office of General Counsel (OGC) (Insp Gen)	X		
X	Office of Communications and Congressional Liaison	X		
X	IG, DoD Comptroller	X		

IG FORM 5025.1-3, February 2004 (EG)

Previous editions are obsolete

Figure 2. IG Form 5025.1-3, *IG Publications Coordination and Control Record*